



# Special Events Permit Application

City of Lorena  
107-A S. Frontage Rd.  
Lorena, TX 76655  
254-857-4641

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis **not less than 30 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance.**

The application will either be approved, approved with conditions, denied, or more information will be requested within ten business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. Additional fees may be required for certain types of events (please see special event fee schedule).

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Public Works, Sanitation, and all necessary permit fees including: Beer and Wine, Fireworks, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees may be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice. The City Manager has the authority to waive fees associated with rental and services for non profit organizations. Proof of the non profit in good standing with the Secretary of State must be provided to the City.

Section 1 – Applicant Information			
Name of Applicant (must be on site during the event)			Today's Date
Address	City	State	Zip
Phone Number	Cell Phone Number		
Email			
Section 2 – Sponsoring Organization Information			
Corporation/Organization Name of D.B.A.		Type of Organization	
Name of Contact		Email:	
Address	City	State	Zip
Phone Number	Cell Phone Number		

Section 2 – Event Information								
Name of Event						Anticipated Daily Attendance		
Location of Event/physical address								
Property Owner				Owner Phone				
Owner Email:				Has the property owner given authorization to use property? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Detailed Description of Event - Site plan required (attach additional pages as needed)								
	Date	Time	Day of Week					
Setup			<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Event Start			<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Event End			<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Teardown			<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F	<input type="checkbox"/> Sat <input type="checkbox"/> Sun
Additional Information:								

Section 3 – Event Features			
Will there be an admission charge?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list all price categories below.	
Will there be entertainment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach a complete list of entertainment. <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>	
Will sound amplification be used at the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain below	
Sound amplification:			
Will merchandise and/or food items be sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please attach a complete list of vendors.	
<i>Booths will need to have proper food handling permits</i>			
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? If yes please list below. <i>(Fee may be charged for Emergency Service personnel)</i>			
Medical Service Provider		Phone	
Will the event include any of the following? (Indicate on site plan and/or vendor list)			
Tents or Canopies	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Temporary tents must adhere to the International Fire Code</i>			
Inflatables	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Sq Ft:	
Company	Contact name and phone		
Fireworks/Pyrotechnics	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Fireworks/Pyrotechnics require additional permits from the City (additional fees may be applicable).</i>			
Temporary Fencing	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Provide accurate dimensions of fenced area on site plan.</i>			
Temporary restrooms or refuse collection provided? <i>(All trash and debris must be removed)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Company	Contact name and phone		
Carnival/Amusement Rides	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>			
Company	Contact name and phone		
Signs / Banners	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>A separate Sign Permit may be required. (additional fees may be applicable)</i>			
Company	Contact name and phone		
Will animals be used in conjunction with event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe below.	
Description:			
Is this a run, walk or parade?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, attach a map identifying assembly location and route on site plan. <b>Must be submitted 45-days prior to event.</b> <i>(Fee may be charged for Public Service Personnel)</i>			
Section 4 – Roadways and Sidewalks			
Does the event propose <b>using, closing or blocking</b> any of the following If yes, specify location and duration on site map. <i>(Fee may be charged for Public Service personnel)</i>			
City Streets	<input type="checkbox"/> Yes <input type="checkbox"/> No	City Sidewalks	<input type="checkbox"/> Yes <input type="checkbox"/> No
City Right-of-Ways	<input type="checkbox"/> Yes <input type="checkbox"/> No	Public Parking Lots	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)			
Will any City electric hookups be used?	Yes No	Electric Location including amperage	
Will any City water hookups be used?	Yes No	Water Location(s)	
Will waste water/gray water be generated?	Yes No	Is so, how will it be disposed?	



## Section 6 – Alcohol

Will there be alcohol at the event?

☐ Yes ☐ No

*At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions with out an approved permit. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 2 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.*

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge?

☐ Yes ☐ No

*To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcohol Beverage Commission and City Permit.*

Will you be charging an entrance or registration fee?

☐ Yes ☐ No

Will the alcohol be sold?

☐ Yes ☐ No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # \_\_\_\_\_ Expiration \_\_\_\_\_

## Section 11 – Insurance Requirements

The City of Lorena has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Lorena a certificate of insurance that complies with the requirements referenced below must be furnished. No city employee, officer, agent, department, board, or commission of the City shall have the authority to waive liability insurance requirements.

**All special event applicants shall name the City of Lorena as an "Additional Insured"** on all policies, and shall reflect this on a Certificate of Liability Insurance. Applicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Lorena as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Lorena reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

### The certificate must show:

1. The City of Lorena as "Additional Insured."

2. General Liability Including:

Bodily injury  
Property damage  
Medical Expense  
Personal Injury

• **LOW RISK (L)** - Requires \$250,000 liability insurance coverage.

No physical activity by participants and no severe exposure to spectators.

Examples of low-risk events include such things as indoor or outdoor meetings, small theatrical performances, auctions, and socialgatherings (with no alcoholic beverages).

• **MEDIUM RISK (M)** - Requires \$500,000 liability insurance coverage.

Limited physical activity by participants and minimal exposure to spectators.

Examples of medium-risk events include dances, political rallies, flea markets, and picnics, and familytype concerts. Also included is any event with a crowd size up to 500.

• **HIGH RISK (H)** - Requires \$1,000,000 liability insurance coverage.

Major participation by participants and/or moderate to severe exposure to spectators.

Examples of events requiring high risk insurance coverage are: team or individual sporting events (non-professional), parades with floats, and marathons or similar races. Also included is any event with a crowd size of over 500.



## Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Contact Lorena PD for off-duty officers that are available.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. The applicant shall furnish a map showing the area where the special event is to be conducted as required by section 2 of this application.

## Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the event. I understand that a Special Event Permit must be approved by the City of Lorena prior to the occurrence of this event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:

Date:

## Section 13 – Acknowledgement and Signature

Included	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Liability Insurance
<input type="checkbox"/>	<input type="checkbox"/>	Detailed Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Route Map

Public Works

☐ Approved ☐ Denied Initials

Remarks

Police Department

☐ Approved ☐ Denied Initials

Remarks

City Secretary

☐ Approved ☐ Denied Initials

Remarks

City Manager

☐ Approved ☐ Denied Initials

Remarks

**Special Event Fee Schedule (Use of City Equipment and Labor Charges)**

**The City Manager has the authority to waive fees for non-profit organizations.  
(verification required for non-profit status)**

ITEM / SERVICE	RENTAL FEE (plus labor if necessary)
95-gallon trash can	\$10.00 each
3-yard dumpster	\$50.00 each
Public Works personnel labor costs (Transportation of Barricades/Cones/Traffic Control/etc.)  straight time	\$40.00 per hour
Public Works personnel labor costs (Transportation of Barricades/Cones/Traffic Control/etc.)  overtime/time and ½	\$60.00 per hour
Public Works personnel labor costs (Transportation of Barricades/Cones/Traffic Control/etc.)  double time/holiday	\$80.00 per hour
Public safety personnel labor costs (Security/Traffic Control/etc.)  straight time	\$40.00 per hour
Public safety personnel labor costs (Security/Traffic Control/etc.)  overtime/time and ½	\$60.00 per hour
Public safety personnel labor costs (Security/Traffic Control/etc.)  double time/holiday	\$80.00 per hour